

Defective Merchandise Credit Request

Go to the TAP website at <https://revenue.mt.gov> TAP Login

You must be registered before trying to Login.

Type “Username”, “Password” and “Authorization Code”.

Click “Login”.

Taxpayer Access Point Montana Department of Revenue

Welcome to Taxpayer Access Point (TAP)

Individual

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- Login Features

Business **Required**

- Add Power of Attorney
- Request Account ID
- File PT-AGR
- File PT-STM
- Login Features

Unclaimed Property Click for cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

Liquor

- Vendor Calculator
- Vendor Calculator - UP
- License Search
- Server Training Submit
- Server Training Search
- Login Features

LOGIN [Forgot my Password](#)

Username

Password

Authorization Code:

SIGN UP FOR ACCOUNT ACCESS

- Benefits of Signing Up
- Who Can Use TAP Login?
- Tax Types Available on TAP

Menu

- Home
- Back
- Help

TAS [Toggle Log](#)

RunDate: 04-Feb-2014
Last Request: 385ms

Click “Account ID”

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TAS Toggle Log
RunDate: 23-Mar-2016
Last Request: 1063ms (1061ms)
View My Profile
Add Access to Another Account

MONTANA LIQUOR STORE 999
Montana Tax Number 6798016
Balance \$0.00
NAMES AND ADDRESSES
DBA Name MONTANA LIQUOR #999
Legal Name MONTANA LIQUOR STORE 999
Location Address 1 MAIN ST HELENA MT 59601
Mailing Address
ACCOUNTS¹ REQUESTS⁰ WEB MESSAGING⁰ LETTERS⁰
MY ACCOUNTS¹
MY ACCOUNTS Hide History Filter

Account ID	Account Type	Name	Frequency	Address	Balance
6798016-002-LIQ	Agcy Liq Str	MONTANA LIQUOR #999	Weekly-Fri	1 MAIN ST HELENA MT 59601	0.00

This takes you to the “Processes and Pending Customers Orders” screen. Click “Submit Credit for DEF”

Menu Log Off
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TAS Toggle Log
RunDate: 04-Feb-2014
Last Request: 650ms
View Back Orders
Submit RLD
Submit Credit for DEF
Submit Credit for OOS
Make a Payment

Account ID:
Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
213562	Change Order	05-Feb-2014	31-Jan-9999	NEW					
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213394	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213305	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213265	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213153	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213156	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213091	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213083	Order Details	18-Dec-2013	23-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213051	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212990	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212894	Order Details	18-Dec-2013	19-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212881	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212781	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212667	Order Details	04-Dec-2013	04-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212655	Order Details	27-Nov-2013	27-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation
212487	Order Details	20-Nov-2013	20-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation

Enter “**Defective Merchandise/Transportation Breakage/Shortage**” in the Box below for credit.

You can “**Save and Finish Later**” by clicking on the button and coming back later to finish completing the “Credit Request”, Click “**Submit**”.

Menu Log Off

Home
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TAS Toggle Log

RunDate: 23-Mar-2016
Last Request: 22ms (16ms)

CREDIT FOR DEFECTS, BREAK, SHORTAGE

MONTANA
DEF-LIQ
Rev 01 11

**Liquor Credit Form
for Defective Merchandise/Transportation Breakage/Shortage**

Store Number City Date

Signature ☒ JANE DOE

Instructions Total Quantity (Units)

1 - 1 of 1		Show Errors				
		Invoice #	NABCA Number	Item Description	Quantity(Units)	Adjustment Code
		56565	505-097584-75	Paul Masson Madiera	2	902

Submit Save and finish later Cancel

After you have filled out the Credit Request, Click “**Submit**” and you will get the below “**Confirmation**”.

Menu Log Off

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TAS Toggle Log

RunDate: 04-Feb-2014
Last Request: 76ms

CONFIRMATION

OK View and Print

Your Credit for Defective Merchandise has been submitted and your tracking number is 1-760-856-676.
If you have any questions or concerns please contact us toll free at 1-800-332-6135 option 2 (in Helena 444-0719) or visit www.mt.gov/revenue.

OK View and Print

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Feedback

After selecting “Submit” you will see this screen. You can either Click “Ok” or “View and Print”.

After selecting “View and Print” you can print the credit form from here.

If you select “Ok” it will take you out of the program.

Electronic Copy is For Your Records Only: Do Not Mail MONTANA DEF-LIQ Rev 01 11

**Liquor Credit Form
for Defective Merchandise/Transportation Breakage/Shortage**

Store Number City BELGRADE Date 04-Feb-2014

Signature ☒ JOHN DOE

Total Quantity (Units)

Invoice Number Received On	NABCA Number	Item Description	Quantity	Adjustment Code
111111	405-011777-75	BV	1	912

Click “Home” to go to the “Accounts ID” page.

Account ID: 4590550-003-LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Asset Price	Invoice/Coupon	Order Adjustments	Order Confirmation
213582	Change Order	05-Feb-2014	31-Jan-9999	NEW					
213576	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213501	Order Details	29-Jan-2014	30-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213394	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213395	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213255	Order Details	15-Jan-2014	15-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213257	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213183	Order Details	08-Jan-2014	08-Jan-2014	Shipped			Invoice/Coupon		Order Confirmation
213152	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213156	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213091	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213083	Order Details	18-Dec-2013	23-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
213081	Order Details	01-Jan-2014	31-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212995	Order Details	25-Dec-2013	24-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212894	Order Details	18-Dec-2013	19-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
212881	Order Details	11-Dec-2013	11-Dec-2013	Shipped			Invoice/Coupon		Order Confirmation
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212555	Order Details	27-Nov-2013	27-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation
212487	Order Details	20-Nov-2013	20-Nov-2013	Shipped			Invoice/Coupon		Order Confirmation

Once you get to the “Accounts ID” page, Click “Requests” and you will see the request as “Pending”.

Taxpayer Account Online Montana Department of Revenue

Menu Log Off Home Search Help

TAB Toggle Log

Run Date: 08 Feb 2014
Last Request: 08 Feb 2014
View My Profile
Add Access to Another Account

BEL SAVER LIQUOR STORE, INC.

Montana Tax Number: [Field]
Balance: [Field]

NAMES AND ADDRESSES

Legal Name: [Field]
DBA Name: [Field]
Location Address: [Field]
Mailing Address: [Field]

ACCOUNTS **REQUESTS** **WEB MESSAGING** **LETTERS**

WAITING TO BE PROCESSED **SEARCH**

REQUESTS WAITING TO BE PROCESSED

Submitted	Account	ID	Period	Title	Request Status	Tracking #
					Pending	1-705-688-478

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